

EXHIBIT CC

21- 402

Pharmacy Manual

Controlled Substance Monitoring



Purpose

To provide guidelines for monitoring controlled substance purchases at the Pharmacy Distribution Center (DC).

Resources

Link	Resources
Reports	
SD405-1	Control Drug Stock Exception Report by Item
SD405-2	Control Drug Stock Exception Report by Store

Procedures

Identifying and Reporting Purchases of Controlled Substances

Pharmacy Asset Protection (AP) Managers

By the fifth day of each month, the Pharmacy AP manager retrieves the SD405-1 and SD 405-2 from Document Direct. Upon retrieval, the AP manager analyzes each report for the following:

- **SD405-1**
 - The Percent to Total column, which displays for any entry over 3.99%
 - Any entry with a Percent to Total over 3.99% appears on a separate spreadsheet along with the store number, item number, and item name.
 - The Excel document used to maintain those stores identified will be sent by electronic email to the Sr. AP Manager of Pharmacy Logistics.
- **SD405-2**
 - The Percent to Total column must be reviewed for any entry above 3.99%
 - Identify any entries with a Percent to Total above 3.99% on a separate document and include the store number, item number, and item name.
 - Email the document used to maintain the identified stores to the senior AP manager of Pharmacy Logistics.

Senior AP Manager Pharmacy Duties

Upon the receipt of the Excel document indicating those stores and items above the 3.99% threshold, the Sr. AP Pharmacy Manager will forward the reports to the appropriate Drug Diversion Coordinator for further review.

Document Retention

All Excel documents and electronic email documents pertaining to this reporting procedure will be kept on file for 3 years.